

Delivery Driver

Job Title: Delivery Driver

Department: Pharmacy

Immediate Supervisor Title: Store Manager and Pharmacist In Charge

Job Supervisory Responsibilities: None

General Summary: A nonexempt, pharmacy delivery position responsible for delivery of pharmaceuticals as well as company products to customers within the company service area. Utilizes company's vehicle in the performance of job duties and responsibilities.

Essential Job Responsibilities:

1. Responsible for maintaining a positive image of the Shrivens Company to customers. This position is one of the faces of Shrivens in the community.
2. Responsible for daily prescription delivery as well as DME items.
3. Responsible for creating, editing and finalizing a courier manifest through RX 30 or current pharmacy information system.
4. Responsible for maintaining vehicle log books.
5. Responsible for vehicle cleanliness and assisting store manager vehicle maintenance.
6. Responsible for knowledge of current paperwork requirements for DME.
7. Other duties as assigned by management.

Education: High school diploma or equivalent

Experience: One year experience preferred.

Other Requirements: Vast knowledge of current delivery area.

Performance Requirements:

Knowledge:

1. Knowledge of roads and landmarks in current delivery area.
2. Knowledge of company policies and procedures.
3. Knowledge of company's blood borne pathogens and proper equipment cleaning procedures.

Skills:

1. The ability to make change when making deliveries.
2. Ability to work in a fast paced environment.

Abilities:

1. Ability to pass back ground check and have a clean driving record

Equipment Operated: Delivery vehicle, basic computer and phone skills.

Work Environment: Fast paced retail pharmacy retail environment. May require weekend and evening work.

Mental/Physical Requirements: Position requires employee to sit or stand for extended periods of time. Position requires some lifting of heavy equipment.

Name: _____ **Date:** _____